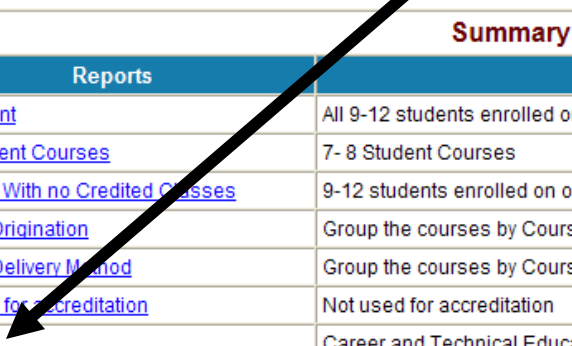


Section 2 – Update/Approve Courses in Programs

Enter this area through the Project Easier Application. Click on the CTE button as shown below:



Summary Information	
Reports	Description
Enrollment	All 9-12 students enrolled on before 10/01/2009
7- 8 Student Courses	7- 8 Student Courses
Students With no Credited Classes	9-12 students enrolled on or before 10/01/2009 who have no credited classes
Course Origination	Group the courses by Course Origination and by the Institution Providing the Courses
Course Delivery Method	Group the courses by Course Origination and by the Course Delivery Method
Not used for Accreditation	Not used for accreditation
CTE	Career and Technical Education : Assigned Courses to Programs

Files Used for Certification

Update/Approve Courses in a Program (Continued)

- If the district/consortium's 2010 Perkins application has not been completed, the list of "Programs that are Operational" is based on the list submitted in your 2009 Perkins application.
- Click each program button (eg. Agriculture, General Business) to review the courses in the program.

[Go to Start Page](#)

[Check Core Courses](#)

Career and Technical Education Courses in a Program

[Approve](#)

Service Area	Career Cluster	CIP Title	CIP Code	Units to complete program
Agriculture	Agriculture, Food and Natural Resources	AGRICULTURE	0101000000	3.5
Business	Business, Management and Administration	GENERAL BUSINESS	5201010000	3
Family & Consumer Sciences	Human Services	FAMILY AND CONSUMER SCIENCES	1901000000	3
Industrial Technology	Architecture and Construction	DRAFTING AND DESIGN	1513000000	3
Industrial Technology	Transportation, Distribution and Logistics	AUTOMOTIVE MECHANICS	4706040000	3

Based on your local student management systems (i.e. JMC, Power School, etc.), which is uploaded into EASIER, courses not found or courses without students are in **YELLOW.**

[Return to Courses in a Program](#)

[Start new Course Sequence](#)

Course Requirement

COMPUTER SYSTEMS NETWORKING & TELECOMM. - 1109010000

Click "Add Course" to insert a course into this Course Sequence
Click "Edit" to change course information or add an alternative to this course

If Course found in Winter 2009 Project EASIER is No, click on the corresponding Edit button to update the record.

course sequence 1

Add Course		Local Course Number	Local Course Title	Units	Delete Course Sequence
					Course found in Winter 2009 Project EASIER
Edit		90205	Computer Apps 2	0.5	Yes
or		99002	Linux Network Administrator	0.5	No - Student data will not be generated for this course
or		99003	Linux Enterprise Admin 1	0.5	No - Student data will not be generated for this course
or		99004	Network Applications	1	No - Student data will not be generated for this course
or		99005	Network Applications Lab	0.5	No - Student data will not be generated for this course
			Units needed to meet requirement	3	
Edit		50140A	Algebra I	1	Course found, but not marked as a vocational course(ERROR: Course cannot be part of sequence)
Copy Course Sequence			Total units in Course Sequence	4	

Reason for **Yellow** Highlights

Was the course taught this year?



NO, ignore the yellow box. It won't go away, but it will not affect your ability to complete this process. **Please note that this could be an accreditation issue—the (3) three required units must be offered and taught each year.**

YES, the course was taught and students were enrolled –
Check the drop-down menu under **Edit** and choose the correct CTE course.

Reason for **Red** Highlights

If the box is **RED**, use the drop down list to find an appropriate CTE course for the program **OR** change the coding to a CTE course (vocational) and resubmit or edit your data in EASIER.

If the course name or number changed from last year, the Course should be on the drop down list. Select the current course from the Edit list, click Update and the **Yellow** or **Red** should disappear.

Department of Education

District: 3348 Name: Kingsley-Pier

When completed, select "Manually enter data"

Use the drop down to select "Manually enter data"

Select course from drop down

or enter the Local Number

100

Select course from drop down

or enter the Local Number

101

Please select
 100-Mech. Drafting
 102-Welding
 104-Comp. Aid Draft
 105-Woods I
 106-Woods II
 155-Ag Mech/IS
 157-Web Design
 159-Account II/IS
 160-Web Design IS
 242-Ag Leadership IS
 57-Word Proc. I
 60-Word Proc. II
 62-Pers. Finance
 63-Accounting
 66-Comp. App. I
 67-Comp. App. II
 76-Ag Science
 77-Animal Science
 78-Plant Science
 79-Ag Mechanics
 80-Ag. Business
 81-Horticulture I
 82-Horticulture II
 84-FACS
 86-Foods I
 87-Foods II
 91-Interior Design
 92-Child Develop.
 93-Family Living
 Manually enter data

Click [Here](#) to insert an alternative to this course
 You must click **UPDATE** to save changes...The other buttons do NOT save changes!

Course Requirement

DRAFTING AND DESIGN - 1513000000

Use the drop down to select the course and click the Update Button, or for courses not included in the drop down, manually enter the Local Number, Local Title and Carnegie Units and click the Update Button.

Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.

Local Number: Carnegie Units:

or

Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.

Local Title: Carnegie Units:

Units needed to meet requirement

Known Issues for Which You Will Need to Seek EASIER Assistance

The following issues will require corrections to Winter EASIER. Please consult your district's EASIER contact person for assistance.

- A course is in Winter EASIER but is not displayed in the Edit list.
- A course in a program is actually a collection of individual courses (usually found in a career academy program).
- Concurrent enrollment or joint enrollment courses are not found in Winter EASIER.
- A course is displayed with an incorrect Carnegie unit.
- A course being taught during the current year was not included in Winter EASIER.

If this is an approved Program of Study with a community college and there are highlighted yellow or red courses, please contact a community college representative before making any changes.

- To add courses in a program, click “Add Course”;
- To create a new sequence, click “Copy Course Sequence”.

[Return to Programs Offered this year](#)

[Start new Course Sequence](#)

Course Requirement

ADMINISTRATIVE ASSISTANT/SECRETARIAL - 5204010000

Click "Add Course" to insert a course into this Course Sequence

Click "Edit" to change course information or add an alternative to this course

If Course found in Winter 2008 Project EASIER is No, click on the corresponding Edit button to update the record.

Course sequence 1

Add Course	Local Course Number	Local Course Title	Units	Delete Course Sequence Course found in Winter 2008 Project EASIER
Edit	57	Word Proc. I	0.5	Yes
or	60	Word Proc. II	0.5	Yes
		Units needed to meet requirement	1	
Edit	63	Accounting	1	Yes
or	70	Comp.Ap I/8	0.5	No - Student data will not be generated for this course
		Units needed to meet requirement	0.5	
Edit	63	Accounting	100	Yes
or	71	Comp.Ap II/8	0.5	No - Student data will not be generated for this course
		Units needed to meet requirement	0.5	
Edit	66	Comp. App. I	0.5	Yes
	Copy Course Sequence	Total units in Course Sequence	2.5	

Example of Adding a Course:

- Find the course in the drop-down list of career and technical courses (vocational) or enter the local course number and name (not vocational—for Project Lead the Way ONLY)
- The course number and name must be identical to Winter EASIER or the course will not be found.

Click

to insert an alternative to this course

When completed, click the Update Button. **You must click UPDATE to save changes...The other buttons do NOT save changes!**

Course Requirement

ADMINISTRATIVE ASSISTANT/SECRETARIAL - 5204010000

Use the drop down and select a course and click the Update Button, or for courses not included in the drop down, select "Manually enter data" in the drop down and enter the Local Number, Local Title and Carnegie Units and click the Update Button.

Select course from drop down	<input type="button" value="Manually enter data"/> <input type="button" value="v"/> Drop down is generated from the Winter 2008 Project EASIER Student File. It contains all the courses that were marked as vocational. If a non-vocational course is part of the sequence, change the drop down to 'Manually enter data' and enter the appropriate fields.	
or enter the Local Number	Local Title	Carnegie Units
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

More Information on Courses in a Program:

- Programs/Sequences must be at least 3 units.
- Within the 3 required units, only 1 unit can consist of Core Course(s) [course(s) shared in more than one CTE program].
- Different sequences within a program can share more than one unit.
- Once courses in a program have been locally entered and approved, the service area consultant will review the program and approve. Each school will be contacted if there are issues to address. Students will be loaded into the program by the end of March, and schools will be able to complete this section starting April 1.
- Instructions for completing the Student portion will be on our web site by April 1.

Career and Technical Education Service Area Consultants

Agriculture Education

Dale Gruis

515-281-4712

dale.gruis@iowa.gov

Health Occupations

Catherine Vance

515-281-4722

catherine.vance@iowa.gov

Business and Marketing

Kelli Diemer

515-281-3615

kelli.diemer@iowa.gov

Industrial Technology

Andy Wermes

515-281-8353

andrew.wermes@iowa.gov

Family & Consumer Sciences

Mary Ann Adams

515-281-4716

maryann.adams@iowa.gov

AREA CONSULTANTS

Contacts

Perkins Liaison Assignments

Region 1	Mary Ann Adams	515-281-4716	maryann.adams@iowa.gov
Region 2	Kelli Diemer	515-281-3615	kelli.diemer@iowa.gov
Region 3	Pat Thieben	515-281-4707	pat.thieben@iowa.gov
Region 4	Pat Thieben	515-281-4707	pat.thieben@iowa.gov
Region 5	Andy Wermes	515-281-8353	andrew.wermes@iowa.gov
Region 6	Dale Gruis	515-281-4712	dale.gruis@iowa.gov
Region 7	Dale Gruis	515-281-4712	dale.gruis@iowa.gov
Region 9	Fidelis Ubadigbo	515-281-3080	fidelis.ubadigbo@iowa.gov
Region 10	Fidelis Ubadigbo	515-281-3080	fidelis.ubadigbo@iowa.gov
Region 11	Jenny Foster	515-281-8488	jenny.foster@iowa.gov
Region 12	Pat Thieben	515-281-4707	pat.thieben@iowa.gov
Region 13	Linda Berg	515-242-5032	linda.berg@iowa.gov
Region 14	Linda Berg	515-242-5032	linda.berg@iowa.gov
Region 15	Jeanette Thomas	515-281-3636	jeanette.thomas@iowa.gov
Region 16	Catherine Vance	515-281-4722	catherine.vance@iowa.gov